


April 12, 2013

To: Union Representatives

From: Georgetta Kelly, Director, Human Resources 

Subject: Job Transitioning (Lay-off/Displacement) **Timeline of Events**

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On March 28, 2013, the City Manager issued a directive for the Human Resources Department to begin the implementation of the lay-off process for the positions outlined under "Plan B". Based upon this information and in an effort to meet the July 1 fiscal year budget date, we are currently projecting a tentative lay-off effective date of June 9, 2013.

Therefore, I wanted to take this opportunity to map-out a **tentative timeline** of events in moving the process forward. **Information may change and updates will be provided as revisions occur.**

**Phase I: Preliminary Activities**

- Confirmation of the Affected Positions
- Review of all lay-off materials
  - This area will include a review of all resource materials associated with the lay-off process to include FAQ's, resource guides, form letters, presentations and training materials
- Development and Analysis of Seniority List
- Development of a Lay-off On-Line Resource Center
- Seniority/Retention List Review by Union Representatives

**Estimated Completion Date: April 30, 2013**

**Phase II: Preparation and Employee Identification**

- Identification of Employees in Affected Positions
- Development of Employee Lay-off/Displacement Maps
- Civil Service Commission Notification Issued
- Job Transitioning Presentations/Trainings Held with Customer-Departments

**Estimated Completion Date: May 20, 2013**

**Phase III: Implementation of Plan**

- Union Review of Lay-off/Displacement Maps
- Lay-off/Displacement Letters/Information Folders prepared and issued to Customer-Departments for employee meetings (**Projected issuance date of letters no later than the week of June 3<sup>rd</sup>, but can occur as early as May**

20<sup>th</sup> depending upon the budget approval process; however, we are aware of the notification dates as outlined in some of the labor agreements and will comply. We will make every effort to issue notices within the same span of time and the City will provide as much notice to individual employees as is feasible under the circumstances. Please keep in mind that this information may change as a result of the budget approval process and I ask for your patience as revisions and updates are provided to you).

- Job Transitioning On-line Resource Center up and running

**Estimated Completion Date: June 9, 2013**

The Human Resources Department will administer the lay-off/displacement procedures in accordance with Civil Service Rules and Regulations and the applicable Collective Bargaining Agreement. ***Please keep in mind that this is a tentative timeline of events and we will provide on-going update throughout this process to ensure the consistent and constant flow of information during this difficult time.***

If there are any questions, please do not hesitate to contact me or Arnell Jackson at 352-2400. Thank you